

MILPERSMAN 1910-400

ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING NOTIFICATION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN	882-4433
			COM	(901) 874-4433
			FAX	882-2624

1. **Two Types of Administrative Separation.** A member may be processed for administrative separation by either Notification or Administrative Board Procedures. The primary difference between these two procedures is as follows:

a. **Notification Procedure** - The member is notified that the least favorable characterization of service possible is General; and that he or she has a right to elect an administrative board only if he or she has 6 or more years of total service and/or reserve military service. MILPERSMAN 1910-402 provides notification letter and statement of awareness formats for Notification Procedure.

b. **Administrative Board Procedure** - The member is notified that the least favorable characterization of service possible is Under Other Than Honorable; and that he or she has the right to elect an administrative board regardless of the number of years of active and/or reserve military service. MILPERSMAN 1910-404 provides notification letter and statement of awareness formats for Administrative Board Procedure.

NOTES:

(1) Processing commands, separation authorities, and separation activities are urged to pursue adherence at every level to the established Navy administrative separation processing goals in MILPERSMAN 1910-010.

(2) Commanding officers (COs) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a member of their command temporary duty (TEM DU) (not temporary additional duty (TEM ADD)) to be processed/separated at another command. MILPERSMAN 1910-206 refers.

2. **In this Section.** This section covers the following:

Topic	See MILPERSMAN
Notice of Notification Procedure	1910-402
Notice of Administrative Board Procedure	1910-404
Consultation with Counsel Prior to Electing Rights	1910-406
Response Time to Notice	1910-408
When a Member is Processed for Multiple Reasons	1910-410
How to Prepare a Sworn Affidavit of Service by Mail	1910-412
Actions of the Commanding Officer	1910-414